BUILDING DEVELOPMENT COMMISSION
Minutes of January 21, 2020 Meeting

Chair, John Taylor, opened the Building Development Commission (BDC) meeting at 3:02 p.m. on Tuesday, January 21, 2020.

Present: Michael Stephens, Vince Busby, Zeke Acosta, Rodney Kiser, Brandon Brown, Andrew Kennedy, Glenn Berry, Paul Stefano, Tom Brasse, Melanie Coyne, Elizabeth Frere, and John Taylor

Absent: Aaron Moody, Brandon Brown, and Terry Knotts

1. MINUTES APPROVED
Tom Brasse made the motion to approve the minutes from the December 17, 2019 BDC Meeting, seconded by Glenn Berry. The minutes were approved unanimously.

2. BDC MEMBERS' ISSUES AND INDUSTRY ASSOCIATION ISSUES
John discussed in a pre-review we were told we couldn't have an alternate listed on the plans. We hope we can have alternate on the plans (options are the square footage because we can't determine the alternate to remove glazing or re-glaze in the revisions to approve plans) the options are allowed. If we don't know options, or if we don't know what the accommodations are going to be.

Affordable housing updates, if plans have been through one cycle, they stay with Clay Goodman. If plans have not gone through plan review yet they go through Howard Grindstaff.

3. PUBLIC ATTENDEE ISSUES
Nan Peterson shared an invitation to attend the CLT Development Center Unveiling on January 21st at 4:00 p.m. to be held at the Charlotte-Mecklenburg Government Center Lobby.

4. FY21 BUDGET UPDATE
David Gieser shared that the Budget Subcommittee held their 1st meeting 10 days ago and reviewed the revenue and expense analyses. The next meeting will be held tomorrow, and we will discuss projections needed for FY21. Melanie Coyne asked if the Subcommittee is factoring in positions relating to affordable housing? David said not at this time, we are able to handle affordable housing in Howard Grindstaff's team right now.

5. LIVE REMOTE INSPECTIONS UPDATE
David Gieser shared an update from a conference call meeting held with DOI. Wanting to expand the pilot program to address the large volume of electric tank to to gas (change outs). One of the restrictions is that we haven't been able to do gas lines or venting. We asked DOI to expand the pilot to accommodate tank to gas from electric. One requirement, contractors will have to do the quality control before the finished changeout and call when crew is on site to do live remote. Jeff Griffin said it would be best if inspector can do it later in the day. Melanie Coyne asked, what has reception been with DOI? David shared they wanted more information and the Deputy Commission wants like for like. Melanie Coyne asked what is the concern, liability? David said, yes and went on to say that if we see something we can't inspect through live media we are going out to inspect.

6. TECHNOLOGY UPDATE
Melanie Sellers shared that the last sprint included the IBA calendar. The Department expanded on expanded on the sprint in processing the old server to the new server. Melanie went on to say that this should not be an impact on current systems at all. Currently in development is overtime inspections. The form has been completed and uploaded to the dashboard. Accela sprints are on schedule and we have had about four meetings this week on user stories for residential plan review.

7. QUARTERLY REPORTS

CUSTOMER SERVICE CENTER & ADMINISTRATIVE SUPPORT TEAM
o Walk-In Volume - LUESA 12,916 / Code 8,737 / CSC 3,052
o Customers Served (Residential 2,007 / Docs & Insp 1,020)
o Phone Volume - CSC 5,794 (96 avg. day), Code 24,107 (401 avg. day)
   AST 10,484 (174 avg. day)
o Phone Interaction Time – CSC 0:01:55 - Code 0:02:48

COMMERCIAL PLAN REVIEW REPORT
Part I: 79% of projects pass on 1st rev'w (up 9%) 84% passed on 2nd rev'w (up 1%)
   Bldg–82% (up 2%); Elec – 83% (up 1%); Mech – 83% (up 3%); Plbg – 82% (up 1%);
Part II: most common defects: examples
• Bldg: Appendix B, Means of Egress, Energy Summary
• Elec: General, Branch Circuits, Services/Feeders
• Mech: Equip. location and installation, Exhaust Systems Fresh Air Requirements,
• Plbg: Installation of Plumbing Systems, Sanitary Drainage Piping, Minimum Plumbing Fixtures
• Part III: use of "approved as noted" (AAN) at 28% by all trades on average (dn 2%)
   • biggest users; Commercial Building and CFD
   • critical path users;   Bldg- (up 3% %), Elec- (up 2%),
                             Mech-(up 1%), Plbg (up 1%),

CONSISTENCY TEAM REPORT
o Bldg-Residential: held 3 meetings and addressed an average of 0 questions as training was held at this time; contractor attendance averaged 5 at each meeting.
o Bldg-Commercial: held 3 meetings addressed an average of 0 questions as training was held at this time; industry attendance averaged 8 at each meeting. *Commercial hosted training.
o Electrical: held 3 consistency meetings. In total, the meetings addressed an average of 59 topics per meeting. Contractor attendance averaged 6.
o Mechanical/Fuel Gas: held 2 consistency meetings addressing an average of 6 in October, November held 2 hour training. Contractor attendance averaged 5 persons.
o Plumbing: held 2 consistency meetings addressing an average of 4 topics per meeting. Contractor attendance averaged 5 persons.

8. QUARTERLY BDC BULLETIN EXERCISE

Previous bulletin topics:

October 2016	**January 2017**	**April, 2017**	**July, 2017**
New BDC members November 3rd Brown Bag Consistency Luncheon NFY16 EOY Numbers Highlighting TIP NC PE Board Extends Criteria on PE Seal Use in BIM-IPD 2018 Building Code Adoption Schedule	Veteran Apprenticeship Program – One Year A/E Feedback Tool FY17 Results RTAC/CTAC Audit High Superior Professional Certification	FY18 Budget Proposal Mega Team Realignment Technology Enhancements Building with our Veterans Year Two	Cust. Satisfaction Survey Governance Progress Code Heroes Open Counter
October, 2017	**January, 2018**	**April, 2018**	**July, 2018**
A/E Inspections Client Feedback Tool Journeyman Program Ends New Board Members Code Enforcement Annual Report	Ransomware Attack & Operational Systems Outage Emergency Response Software Tool Governance Inspector Client Feedback	After Ransomware Attack Governance Technology Update FY19 Budget Update	HCDT Update 2018 NCSBC Changes Web Permit Focus Group AIA-HCDT – BIM Presentation
October, 2018	**January, 2019**	**April, 2019**	**July, 2019**
2018 NCSBC Effective Change Dates HB-948 Early Observations Focus Group Update HCDT is now the Special Projects Team	New BDC Members HB-948 Code Change Update FY20 Budget Prep	New BDC Chair, Vice-Chair & New BDC Members Code Heroes Code Connections FY20 Budget Approval	Accela Update Web Overhaul CSS Results Home Internet Permits Charlotte Water – Private Water
January 2020	**April 2020**	**July 2020**	**October 2020**
Live Remote Inspections IBA Enhancement HVAC Compliance Form Change-out			

9. DECEMBER STATISTICS
David Gieser presented December's reporting.

Permit Revenue
- December permit (only) rev $2,264,394 compared to Nov. permit (only) rev $2,905,154
- FY19 budget projected monthly permit rev; $2,427,503
- YTD permit rev = $16,460,431 is above projected rev ($14,565,019) by $1,895,411 or 13.01%

Permits Issued:

	Nov	Dec	3 Month Trend
Residential	5163	4671	5642/5163/4671
Commercial	2971	2482	3117/2971/2482

Other (Fire/Zone)	273	255	365/273/255
Total	8407	7408	9124/8407/7408

- Changes (Nov/Dec); Residential dn 13.45%; commercial dn 10.08%; total dn 12.12%

Inspection Activity: Inspections Performed

Insp. Req.	Nov	Dec	Insp. Perf.	Nov	Dec
Bldg.	8,647	8,500	**Bldg.**	8,569	8,590
Elec.	9,795	9,542	**Elec.**	8,497	8,251
Mech.	5,453	5,166	**Mech.**	4,878	4,626
Plbg.	4,607	4,107	**Plbg.**	3,794	3,307
Total	28,502	27,315	**Total**	25,738	24,684

- Changes (Nov-Dec); requests dn 2.16%; inspect performed dn 2.19% overall
- Insp performed were 90% of insp. requested

Inspection Activity: Inspections Response Time (new IRT report)

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Nov	**Dec**	**Nov**	**Dec**	**Nov**	**Dec**	**Nov**	**Dec**
Bldg	79.7	82.1	96.0	96.6	96.0	99.4	1.75	1.30
Elec.	85.7	84.3	97.7	97.6	97.7	99.7	1.16	1.18
Mech.	86.2	86.6	98.1	97.7	98.1	99.9	1.20	1.15
Plbg.	87.1	88.0	98.5	98.7	98.7	99.8	1.14	1.13
Total	84.2	84.6	97.4	97.4	97.4	99.7	1.34	1.20

- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%; December is currently 84.6%.**

Inspection Pass Rates for December 2019:

OVERALL DEC MONTHLY AV'G @ 83%; NOV was 83%

Bldg:	Nov – 75.98%	**Elec**:	Nov – 82.61%
	Dec – 75.69%		Dec – 83.30%
Mech:	Nov – 87.33%	**Plbg:**	Nov – 89.32%
	Dec – 87.45%		Dec – 86.38%

- Overall average at 83%, above the 75-80% goal range.

OnSchedule CTAC and Booking Lead Times for December 2019

CTAC:

- 82 first reviews, compared to 129 in November
- Project approval rate (pass/fail) – 59%
- CTAC was 30% of OnSch (*) first review volume and Express Review
  - *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- January, 17: 217 – 1st rev'w projects; on time/early – 89% all trades, 90% on B/E/M/P only
- February, 17: 237 – 1st rev'w projects; on time/early – 91.35% all trades, 92.8% on B/E/M/P only
- March, 17: 279 – 1st rev'w projects; on time/early – 88.7% all trades, 90% on B/E/M/P only
- April, 17: 216 – 1st rev'w projects; on time/early – 90% all trades, 93% on B/E/M/P only
- May, 17: 303 – 1st rev'w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June, 17: 277 – 1st rev'w projects; on time/early – 95.8% all trades, 96% on B/E/M/P only
- July, 17: 260 – 1st rev'w projects; on time/early – 95.02% all trades, 97% on B/E/M/P only
- August, 17: 282 – 1st rev'w projects; on time/early – 95% all trades, 96% on B/E/M/P only
- September, 17: 224 – 1st rev'w projects; on time/early – 91% all trades, 96% on B/E/M/P only
- October, 17: 236 – 1st rev'w projects; on time/early – 92% all trades, 95% on B/E/M/P only
- November, 17: 243 – 1st rev'w projects; on time/early – 87% all trades, 95% on B/E/M/P only
- December 17: 182 – 1st rev'w projects; on time/early – 62% all trades, 70% on B/E/M/P only
- January 18: 210 – 1st rev'w projects; on time/early – 68% all trades, 73% on B/E/M/P only
- February 18: 286 – 1st rev'w projects; on time/early – 89% all trades, 94% on B/E/M/P only
- March 18: 271 – 1st rev'w projects; on time/early – 87% all trades, 93% on B/E/M/P only
- April 18: 283 – 1st rev'w projects; on time/early – 90% all trades, 95% on B/E/M/P only
- May 18: 252 – 1st rev'w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June 18: 262 – 1st rev'w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- July 18: 219 – 1st rev'w projects; on time/early – 90% all trades, 94% on B/E/M/P only
- August 18: 272 – 1st rev'w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- September 18: 207 – 1st rev'w projects; on time/early – 87% all trades, 90% on B/E/M/P only
- October 18: 212 – 1st rev'w projects; on time/early – 88% all trades, 93% on B/E/M/P only
- November 18: 255 – 1st rev'w projects; on time/early – 92% all trades, 94% on B/E/M/P only
- December 18: 181 – 1st rev'w projects; on time/early – 87% all trades, 92% on B/E/M/P only
- January 19: 252 – 1st rev'w projects; on time/early – 90% all trades, 93% on B/E/M/P only
- February 19: 278 – 1st rev'w projects; on time/early – 93% all trades, 94% on B/E/M/P only
- Mar 19: 254 – 1st rev'w projects; on time/early – 91% all trades, 92% on B/E/M/P only
- Apr 19: 302 – 1st rev'w projects; on time/early – 89% all trades, 94% on B/E/M/P only
- May 19: 284 – 1st rev'w projects; on time/early – 92% all trades, 94% on B/E/M/P only
- June 19: 258 – 1st rev'w projects; on time/early – 91% all trades, 93% on B/E/M/P only

- July 19: 274 – 1st rev'w projects; on time/early – 91% all trades, 95% on B/E/M/P only
- August 19: 268 – 1st rev'w projects; on time/early – 89% all trades, 92% on B/E/M/P only
- September 19: 276 – 1st rev'w projects; on time/early – 88% all trades, 88% on B/E/M/P only
- October 19: 273 – 1st rev'w projects; on time/early – 91% all trades, 93% on B/E/M/P only
- November 19: 228 – 1st rev'w projects; on time/early – 96% all trades, 95% on B/E/M/P only
- December 19: 246 – 1st rev'w projects; on time/early – 91% all trades, 91% on B/E/M/P only

Booking Lead Times
- On Schedule Projects: **for reporting chart posted on line**, on December 30, 2019, showed
  - 1-2 hr projects; at 2-12 work days booking lead,
  - 3-4 hr projects; at 2-12 work days lead,
  - 5-8 hr projects; at 2-12 work days lead,
- CTAC plan review turnaround time; BEMP at 5 work days, (all others @ 1 day)
- Express Rev'w booking lead time; 6 work days for small projects, 10 work days for large projects

Fire Marshal's Office
- Inspections Performed (new) – 99
- Plan Reviews Performed - 127
- Recurring Fire Inspections – 571
- Public Education Programs – 14
- Fire / Other Incident Investigations – 22

10. Manager/CA Added Comments
No Manager or CA added comments.

11. Adjournment
The January meeting of the Building Development Commission adjourned at 3:45 p.m. The next meeting of the Building Development Commission is scheduled for February 18th, 2020.